

Twitter Thread by [Rob Lennon](#) ■



[Rob Lennon](#) ■

[@thatroblennon](#)



Google Docs is used by 1.8+ billion people worldwide.

The recent updates are perfection.

11 g-docs features so good, you'll kick yourself if you didn't know:

■ Pageless

Most people don't print anymore.

Get rid of your page breaks entirely.

So much cleaner-looking.

1. File >
2. Click 'Page Setup'
3. Toggle 'Pageless'

The screenshot shows a Google Docs interface. The document title is "5 ways". The menu bar includes File, Edit, View, Insert, Format, Tools, Extensions, and Help. The status bar indicates "Last edit was seconds ago". The toolbar shows various editing tools like undo, redo, bold, italic, underline, and text color. The document content is as follows:

5 ways to make your writing more interesting:

- Use strong verbs
- Be concise
- Use active voice
- Avoid clichés
- Vary your sentence structure

They won't keep reading if it's boring.

@thatroblennon

■ Emoji Reaction

Instead of commenting, you can now react.

1. Select part of your doc to react to
2. Insert >
3. 'Emoji Reaction'

Some good shorthand:

- >■ Cut this
- Confusing
- Love this

5 ways

File Edit View Insert Format Tools Extensions Help Last edit was 8 minutes ago

100% Normal text Arial

- Use strong verbs
- Be concise
- Use active voice
- Avoid clichés
- Vary your sentence structure

They won't keep reading if it's boring.

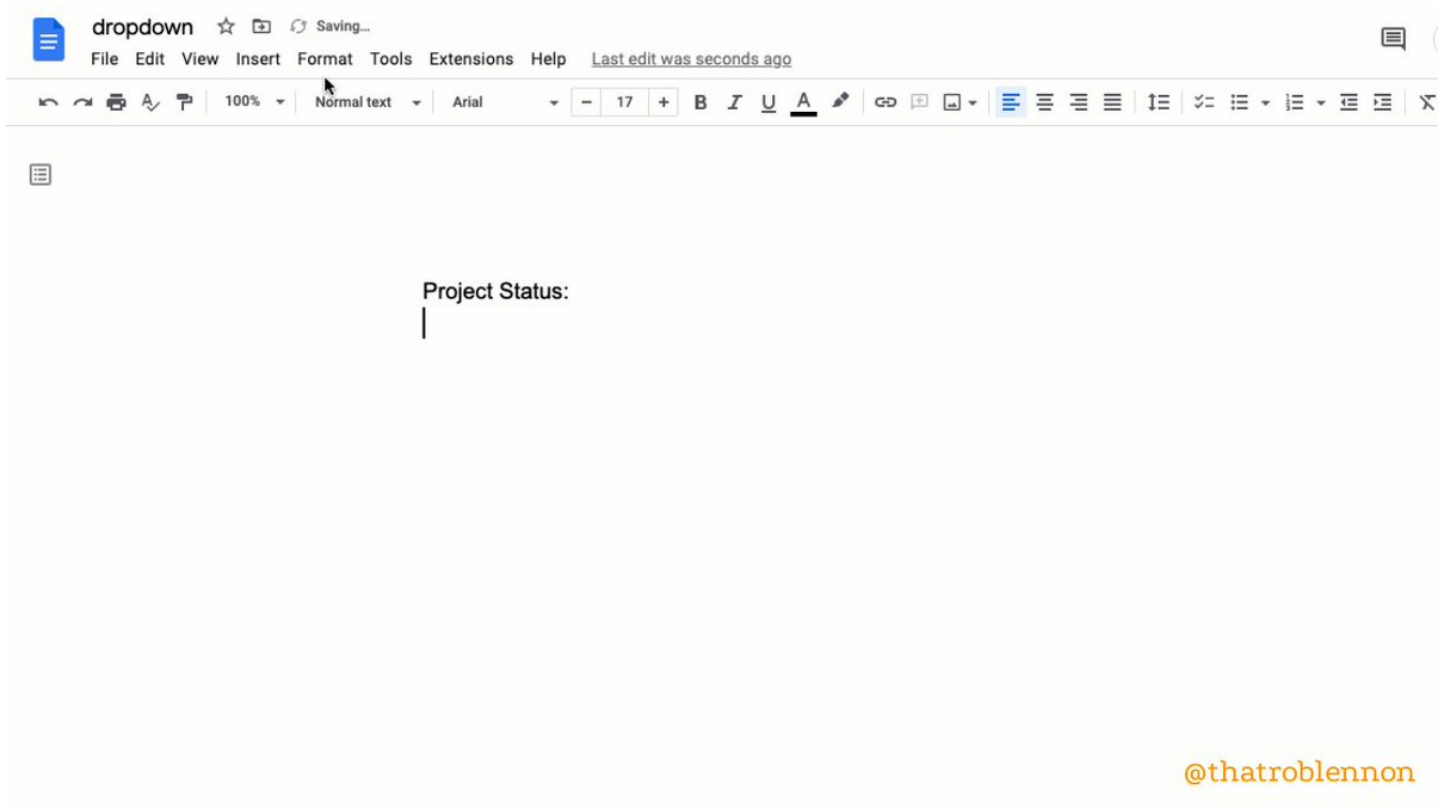
@thatroblennon

■ Dropdown

Add a Notion-like dropdown toggle you can put anywhere.

Extra cool because it accepts font styling.

1. Insert >
2. 'Dropdown'
3. Choose a preset or click 'New dropdown'

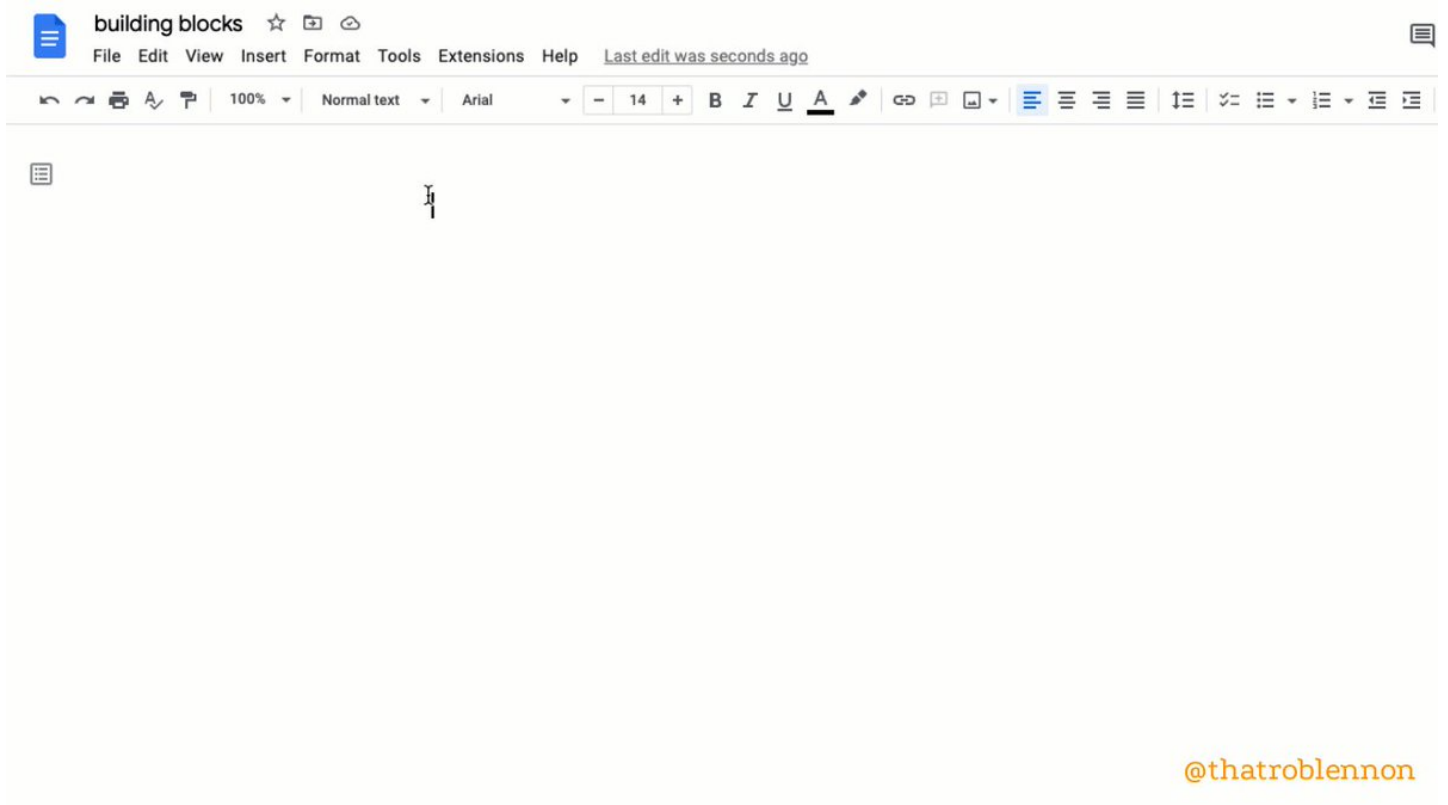


■ Building Blocks

Pre-made trackers to quickly add project management to your doc.

Powerful functionality in a ready-made template.

1. Insert >
2. Building Blocks >
3. Choose which pre-set you want



■ Watermark

Inlay a semi-transparent image OR text watermark into your doc.

(Must have pages to do this. Can't be using Pageless.)

1. Insert >
2. Click 'Watermark'
3. Choose between image or text watermark

The image shows a Google Docs interface. The document title is "5 ways". The menu bar includes File, Edit, View, Insert, Format, Tools, Extensions, and Help. The status bar shows "Last edit was seconds ago". The toolbar includes icons for undo, redo, print, text color, background color, zoom (100%), text style (Normal text), font family (Arial), font size (14), bold, italic, underline, text color, background color, link, unlink, insert table, insert image, bulleted list, numbered list, and indent. The document content is as follows:

←

SUMMARY +

OUTLINE

Headings you add to the document will appear here.

¶ ways to make your writing more interesting:

- Use strong verbs
- Be concise
- Use active voice
- Avoid clichés
- Vary your sentence structure

They won't keep reading if it's boring.

@thatroblennon

■ Compare

See what's different between two docs.

Indispensable when working with freelancers (and others).

1. Tools >
2. Click 'Compare Documents'
3. Navigate to the doc you want to compare
4. Open your brand new comparison doc with suggested changes shown

The screenshot shows a Google Docs interface. The document title is "5 ways". The menu bar includes File, Edit, View, Insert, Format, Tools, Extensions, and Help. The status bar indicates "Last edit was 2 minutes ago". The document content is as follows:

5 ways to make your writing more interesting.]

- Use strong verbs
- Be concise
- Use active voice
- Avoid clichés
- Vary your sentence structure

They won't keep reading if it's boring.

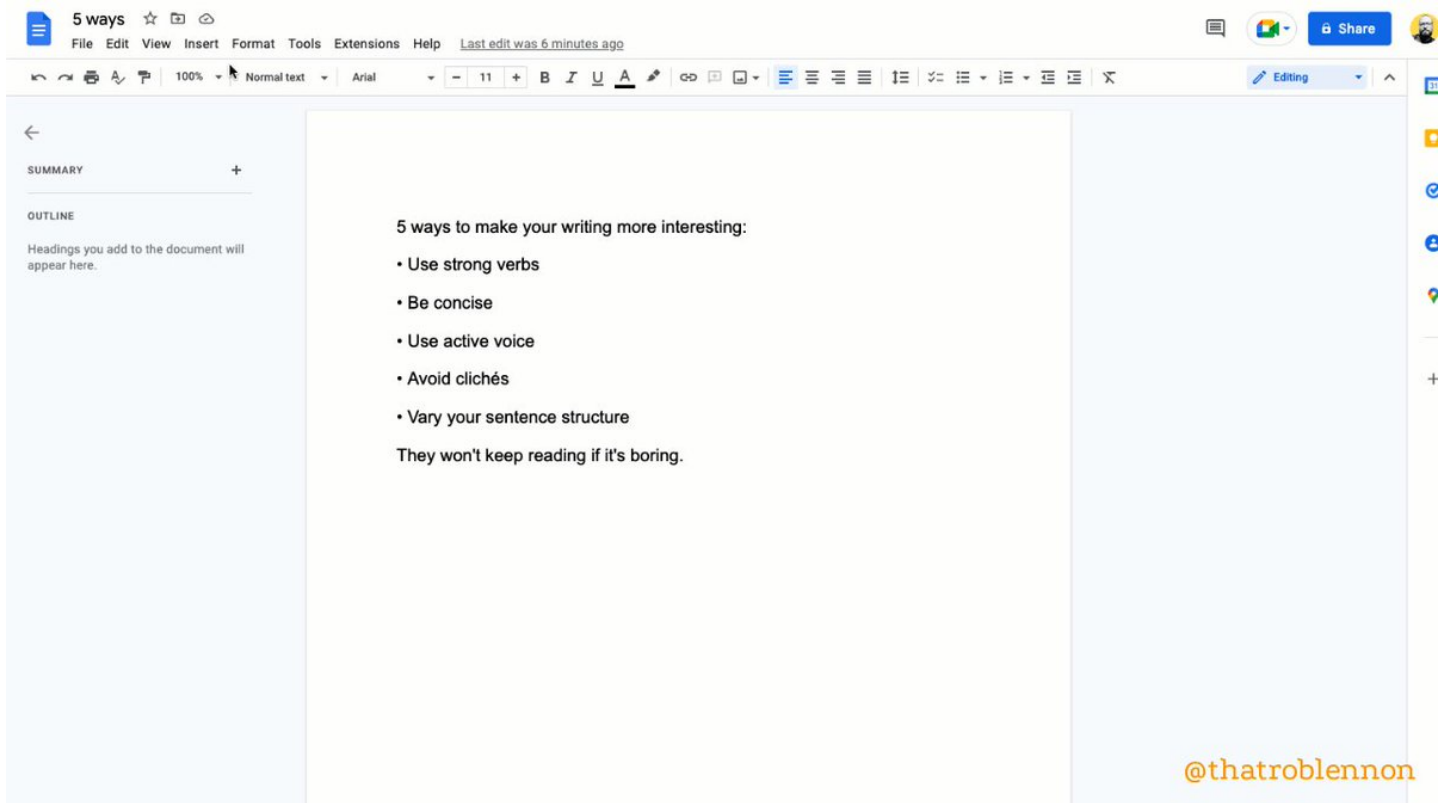
@thatroblennon

■ Bookmark

Create and copy a link to a specific place in a longer doc.

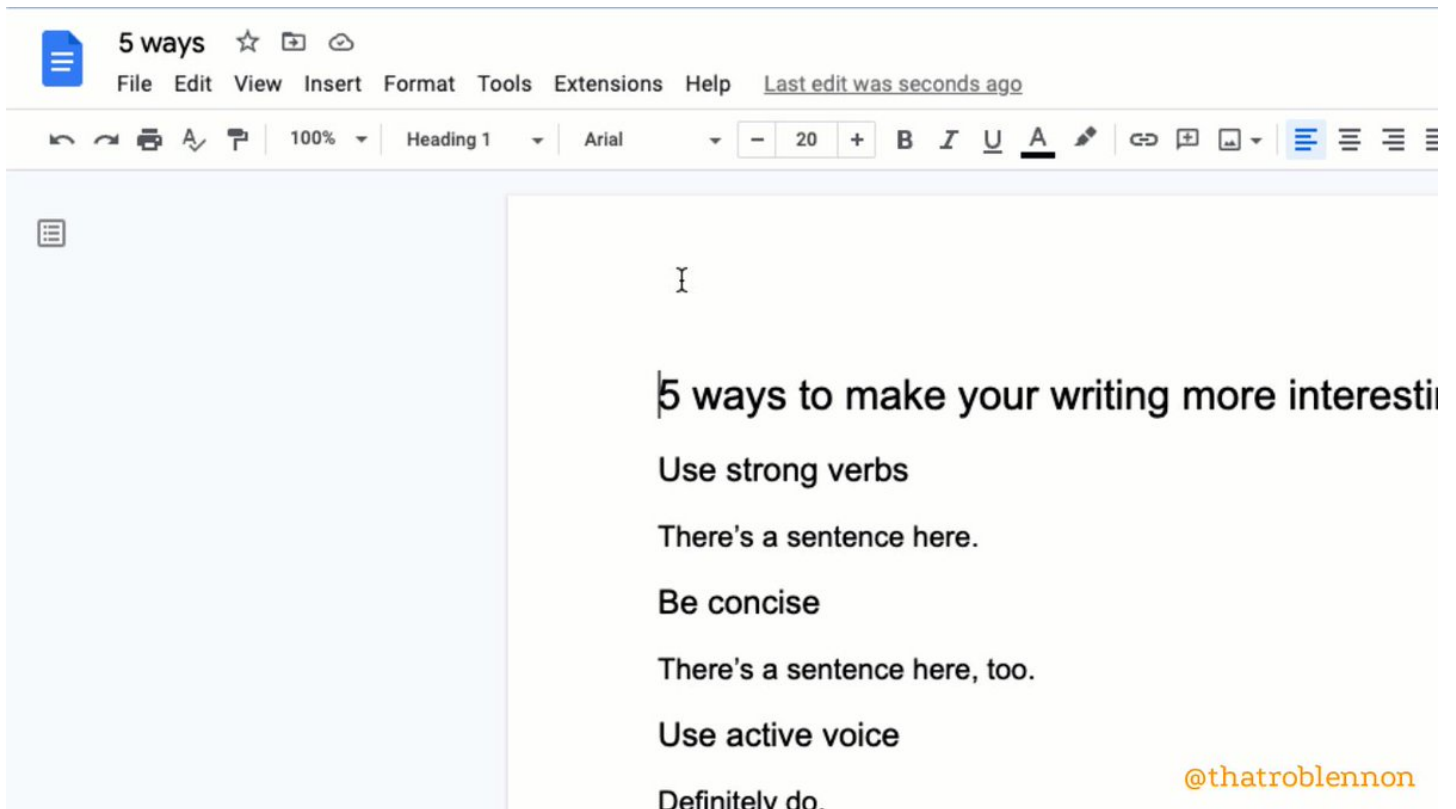
(Not a super new feature, but one I'd never heard of until recently, given how powerful it is.)

1. Insert >
2. Bookmark >
3. Click the copy icon to get the url for the bookmark



■ Add Summary to Outline

1. View >
2. 'Show outline'
3. At the top of your outline, click 'Add Summary +'
4. Type and press Enter to save

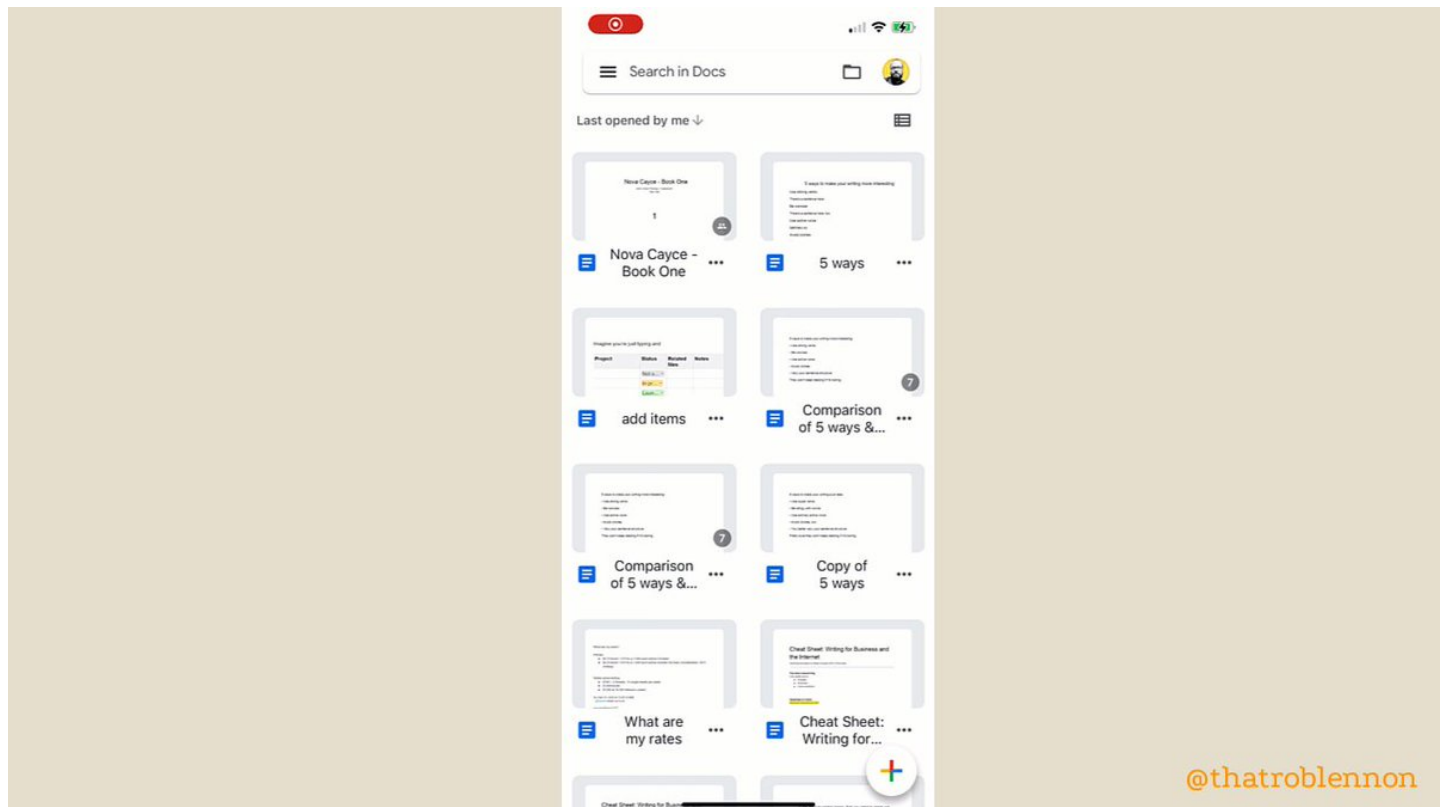


■ Dark Theme

iPhone / iPad / Android only.

1. Tap 'Menu'
2. Tap 'Settings'
3. Tap 'Theme'
5. Choose Dark

(To preview without, top More ⋮, 'View in light theme')



■ Add items with the @ menu

A quick shortcut to insert almost anything.

By typing @, you can add:

- Smart chips for people, files, and events
- Building blocks
- Dropdowns
- Lists (numbered, bulleted, checklists)
- Images
- Tables
- Charts
- Headings
- Hyperlinks

|



@thatroblennon

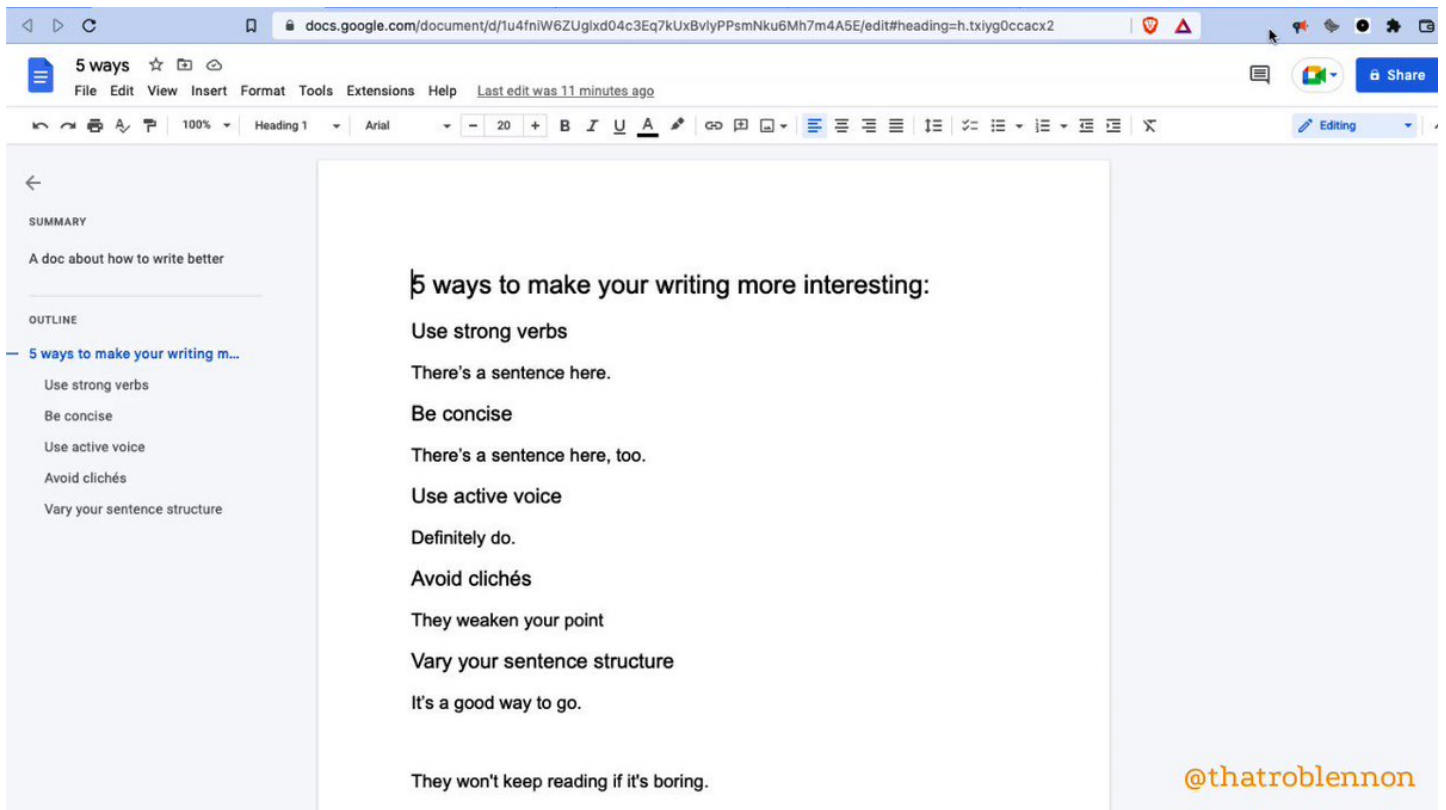
■ BONUS: ReadAloud (Chrome Extension)

Improve your proofreading process through text-to-speech by listening to your words.

Supports high-res voices like Amazon Polly if you have an account.

I use ReadAloud on every important project.

<https://t.co/IZQ5XbsAC3>



10 g-docs features you may have missed:

- Pageless
- Emoji Reaction
- Dropdown
- Building Blocks
- Watermark
- Compare
- Bookmark
- Add Summary
- Dark Theme
- @ menu

and 1 add-on to get:

- ReadAloud (Chrome Extension)

My account exists to make you a better writer, businessperson, and human.

Follow me [@thatroblennon](https://twitter.com/thatroblennon) for more.

Like/Retweet the first tweet below to share these amazing features: <https://t.co/T9Us87jWUR>

Google Docs is used by 1.8+ billion people worldwide.

The recent updates are perfection.

11 g-docs features so good, you'll kick yourself if you didn't know:

